



Integrated Financial Management Program

Core Financial Project

**Goddard Space Flight Center
Manual Procedures for processing
Emergency Documents**

**(Schedule for Agency-wide FY03 Close /
FY04 Open Summary of Activities)**

**October 10, 2003
Revision 1**



Background

We received notification from the Agency that the SAP Core Financial system will not be available until approximately October 26, 2003 for PR initiation, PR approval, goods receipts, goods acceptance or purchase order processing, vendor payments and travel payments due to fiscal year end close. An Agency-wide schedule summarizing the FY03 Close and FY04 Open Activities was established by the Competency Center and NASA HQ/Code B, and is included within this document on Page 5. This is a recent change in schedule, as we were expecting to resume the above noted activities for the new Fiscal Year beginning mid October. As a result, we are providing this document to address procedures for processing **Emergency PRs** during this extended period of close for FY03 and FY04 open.

All documents processed between now and October 26, 2003 must be tracked manually using spreadsheets, etc. so that they can be keyed into SAP. All transactions that occur must be captured accurately and adequately to facilitate this keying effort. PRs that are processed on an emergency basis must be keyed into SAP by the initiator assigned that role as soon as the system is available. October will be a short month for transaction processing, and it is imperative that the documents processed manually are immediately posted to the system.

Because most contracts were forward funded in FY03, **PRs and other funding transactions must be initiated on an emergency basis only.** PRs can only be initiated for FY03 funding.

Travelers can continue to use the GELCO Travel Manager system to initiate Travel Authorizations and Vouchers, as this system will remain accessible to all users. As a reminder, travel preparers will need to prepare the FY04 authorization and type "Authorization to travel on FY04 funds is contingent upon the passage of a continuing resolution or enactment of NASA's FY04 appropriation bill" in the comments section of the travel authorization. At this time we are asking that the FY04 travel labels be left blank, but put the following elements in the comments field: WBS, fund, internal order, and object class code.

Please call the IFM Help Desk on 301-286-4IFM if you have questions.

Purchase Requisitions

During the period October 1 – 25, 2003 procurement requests will be processed via the following step. **These steps apply to all emergency PRs, including those where the credit card will be used:**

1. Prepare a paper (white or pink) Procurement Request together with a justification for emergency procurement. This memorandum should include why the procurement is required and its' mission criticality. This package shall be routed through the initiator's DRM and then through the Director of for approval.

GSFC Manual Procedures during Fiscal Year End

2. Upon approval, the Procurement Request will go to the RFO for validation of funds and commitment.
3. Funds availability checks and certifications will be performed manually by the RFO. All transactions affecting funds availability will be logged using a template. If a particular transaction exceeds the available authority balance, the transaction will not be processed and the RFO will notify the transaction initiator that there is insufficient authority to process the transaction. The initiator may choose to modify the transaction and re-submit, if necessary, at which time the funds availability check will be re-executed.
4. **At Goddard, emergency PRs must be walked to Alvin Frazier, Bldg. 17, extension 6-6926. HQ emergency PRs must be faxed to Cassandra McRae at extension 6-6231.**
5. After receiving Funds Certification by the RFO, the initiator is then responsible for walking the PR to their appropriate Procurement Office for Processing.
6. Once received, Code 210 will take the appropriate action for procuring the item/service.
7. Those procurement requests deemed to be “emergency” purchases will be made by the following “Super Users”/Associates during this period.

Code 100 & 200	Luly Carson	x66871
Code 300, 500, SEWP, ODIN & IV&V	Cindy Tart	x68008
Codes 400&405	Luly Carson	x66871
Code 405 Contracts	Cindy Tart	x68008
Codes 410, 440, 460, 490	Mike McGrath	x67247 (Code S)
Codes 415,420,470,480	Hettie Courtney	x68438 (Code Y)
Code 450 (451 thru 456)	Cindy Tart	x68008 (Mission Services)
Code 600	Mike McGrath	x67247
Code 800 (Greenbelt)	Luly Carson	x66871
Wallops	Sandy Savage	x72363
Code 900	Hettie Courtney	x68438
HQ and Grants	Leigh Anne Giraldi	x63616

Accounts Payable

Vendor payments are suspended and will resume on 10/26, based on the current schedule for Agency-wide FY03 Close / FY04 Open Summary of Activities.

Travel

Travel payments are suspended and will resume on 10/26, based on the current schedule for Agency-wide FY03 Close / FY04 Open Summary of Activities.

HHS Drawdowns

Grantees and Letter of Credit vendors will be able to continue to draw down as long as sufficient funds are obligated on the grant.

Stores Stock Purchases

Emergency Stores Stock purchases can be obtained during the FY03 Close / FY04 Open by completing the attached “Delegation of Signature Authority for the Fiscal Year 2004 Startup Emergency Stores Stock Obligation Documentation” form. The completed form should be faxed to Mr. Robert Clarke at 301-286-1644.



"Emergency Stores
Stock Purchases"



Agency-wide FY03 Close / FY04 Open Summary of Activities

